

For information on becoming a Bookkeeping, Accounting, & Auditing Clerk, see [Sources of additional information](#) within this brochure.

For information on youth employment opportunities, contact a career counselor at your high school or employment counselor or job and information center coordinator at your local NH Employment Security Office.

Berlin (752-5500)

[151 Pleasant St., PO Box 159, 03570-0159](#)

Claremont (543-3111)

[404 Washington St., PO Box 180, 03743-0180](#)

Concord (228-4100)

[10 West St., PO Box 1140, 03302 - 1140](#)

Conway (447-5924)

[518 White Mountain Highway, 03818-4205](#)

Keene (352-1904)

[109 Key Rd., 03431-3926](#)

Laconia (524-3960)

[426 Union Ave., PO Box 760, 03246-2894](#)

Lebanon (448-6340)

[85 Mechanic St., Ste.4, 03766-1506](#)

Littleton (444-2971)

[646 Union St., Ste.100, 03561-5314](#)

Manchester (627-7841)

[300 Hanover St., 03104-4957](#)

Nashua (882-5177)

[6 Townsend St., 03060-3285](#)

Portsmouth (436-3702)

[2000 Lafayette Rd., 03801-5673](#)

Salem (893-9185)

[29 South Broadway, 03029-3026](#)

Somersworth (742-3600)

[243 Rt.108, 03878-1512](#)

SO, You want
to be a...

*Projected among the top
twenty occupations with the
most annual openings.
(NH Employment Projections, 2002-2012)*

**Business, Management & Administration
Bookkeeping, Accounting
or Auditing Clerk**



New Hampshire

Here are
a few things
you should know.

You'll want to know a few things about this career.

Avg Hrly Wage:

\$13.56

Expected

GrowthRate*:

6%

Avg

AnnOpenings:

245

Training/Educ Needed:

Moderate On-the-Job Training or Military

Those with several years of accounting or bookkeeper certification will have the best job prospects. (A degree can be required for higher level positions.)

Basic Skills: Reading, writing, math.

Job Skills: Mathematics, monitoring, management of financial resources, complex problem solving, active listening, judgement and decision making, speaking, active learning, coordination, critical thinking.

SO, You want to be a...

Bookkeeping, Accounting & Auditing Clerk

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TASKS

1. Records financial transactions and other account information to update and maintain accounting records.
2. Compiles reports and tables to show statistics related to cash receipts, expenditures, accounts payable and receivable, and profit and loss.
3. Verifies balances and entries, calculations, and postings recorded by other workers.
4. Performs financial calculations such as amounts due, balances, discounts, equity, and principal.
5. Debits or credits accounts.
6. Complies with federal, state, and company policies, procedures, and regulations.
7. Processes negotiable instruments such as checks and vouchers.
8. Evaluates records for accuracy of balances, postings, calculations, and other records pertaining to business or operating transactions and reconciles, or notes discrepancies.

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Interests
(Holland Code):
CEI
(Conventional, Enterprising, Investigative)

Interest Area:
Business & Administration

Working Conditions: Varies but most will be pleasant and comfortable clean, well lit offices.

Avg Work Week:
Most work regular business hrs
(Some may work shifts depending upon employer.)

Sources of additional info: NH Employment Security (Contact office nearest you or go online to www.nhes.state.nh.us).

American Institute of Professional Bookkeepers, 6001 Montrose Rd., Rockville, MD 20852
(www.aipd.org).

NHCRN
New Hampshire Career Resource Network
Employment SECURITY (603) 229-4489
www.nhes.state.nh.us/elmi/nhcrn/index.htm